



Mayor Eric Papenfuse

City of Harrisburg

Request for Proposal # 01-2014 For Lawn Maintenance

Proposal Information

Submittal Deadline:

Tuesday – April 29, 2014

Contact:

Damian L Slaughter

Phone: 717-255-6404

Email: dslaughter@cityofhbg.com

Mailing Address:

Rev. Dr. Martin L. King Jr. City Gov't Center
Office of Purchasing
10 N. 2nd Street - Suite 302
Harrisburg, PA 17101

Section 1 – Introduction and Instructions

1.0 Objective of Request for Proposals (RFP)

The City of Harrisburg (hereinafter “City”) is soliciting competitive sealed proposals to contract for Lawn Maintenance of City-owned properties.

1.1 Proposal Due Date

Proposals will be accepted at The Rev. Dr. Martin Luther King, Jr. City Government Center, Office of Purchasing, 10 North Second Street, Suite 302A, Harrisburg, PA, 17101 until 3:00 P.M., local prevailing time, Tuesday – April 29, 2014. Please note that this deadline is for actual materials received at City Government Center, not a postmark deadline. Proposals received after this deadline noted will not be considered. Please refer to Section 5 for specific proposal submission instructions.

1.2 Proposal Opening Date

Proposals will be opened publicly immediately thereafter in the City Government Center, Suite 304B. Only the name of each consultant having submitted a proposal shall be read publicly. All other information contained in each proposal shall be treated as confidential information to avoid disclosure of contents prejudicial to competing consultants.

1.3 Amendments to Submitted, Unopened Proposals

Amendments to or withdrawal of submitted, unopened proposals will only be allowed if requests for such changes are received prior to the deadline set for submittal of proposals in Section 1.1 above. No amendments or withdrawals will be accepted after the deadline unless such amendments or withdrawals are in response to a City request.

1.4 Required Review of RFP Package Defects

Prospective consultants shall carefully review this RFP for defects. Comments concerning defects must be made in writing and received by RFP's contact (see RFP cover page) at least ten (10) business days prior to the due date of the proposal. This will allow time for the issuance of any necessary addenda.

1.5 General

All questions regarding the RFP must be submitted in writing to the RFP contact. Telephone conversations must be confirmed in writing by the interested party. Two types of questions generally arise. One type may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written addendum to the RFP.

The decision on whether or not an addendum is required shall be made by the City. If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the City. **If you obtain a copy of this RFP from the City's website, it is your responsibility to provide the City with your contact information.**

1.6 Receipt of RFP Package

The City is the sole authority to provide the RFP package to interested companies or individuals. Proposers who are working from an RFP package obtained from any other source may be working from an incomplete set of documents. The City assumes no responsibility for errors, omissions or misinterpretations in a proposal resulting from a proposer's use of an incomplete RFP package.

Proposers who have received the RFP package from a source other than the City are advised to contact the RFP's contact to provide their company name, address, telephone number, fax number and contact name. This will ensure that the proposer will receive all communications regarding the RFP such as Addenda and Clarifications.

1.7 Preparation Costs

The City will not be responsible for any costs associated with the preparation, submittal or presentation of any proposal.

1.8 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the City and may be returned only at the City's option. Information contained in the proposals will not be disclosed during the evaluation process. Under prevailing Pennsylvania "Right to Know" laws public records are required to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, the winning proposal will become public information. Copies of said public records may be requested through the Right-to-Know Officer, located in the Office of the City Solicitor.

Trade secrets and other proprietary data contained in proposals may be held confidential if a proposer requests, in writing, that the City does so, and if the City agrees, in writing, to do so. Material considered confidential by the proposer must be clearly identified and the proposer must include a brief statement that sets out the reasons for confidentiality.

1.9 RFP Timeline

Following is the City's estimated timeline for the RFP process:

| | |
|---|-----------------------|
| Issue RFP | April 15, 2014 |
| Cutoff for Submission of Written Questions..... | April 25, 2014 |

| | |
|--------------------------------------|-----------------------|
| Opening of Submitted Proposals | April 29, 2014 |
| Commencement of Work..... | May 12, 2014 |

1.10 PURPOSE

It is the intent of this Request for Proposal (RFP) and resulting contract for specified maintenance duties to be performed on vacant lots and structures owned by the City of Harrisburg. Specific locations are listed on the attachment A.

Section 2 – Notice to Bidders

- 2.1** The proposal evaluation will take into account all relevant criteria, including but not limited to price, qualifications and any exceptions or deviations taken by the Bidder.
- 2.2** The price must be neither directly or indirectly the result of any agreement with any other Bidder. All Bidders must complete the enclosed Non-Collusion Affidavit as part of the bidding requirements.
- 2.3** To the fullest extent permitted by law and to extent claims, damages, losses or expenses incurred not otherwise covered by insurance purchased by the Contractor shall indemnify, defend and hold harmless the City as well as the agents and employees of any of them from and against any and all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees arising out of or resulting from performance of the Work or negligent acts of the Contractor, a Subcontractor, or any individual working on behalf of or under the Contractor's supervision, and anyone directly or indirectly employed by any of them or anyone for whose acts, they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person as described in this Agreement. In no event shall Contractor be liable for any claims, damages, losses and expenses arising out of City's own negligence.
- 2.4** In compliance with Chapter 5-715 of the Codified Ordinances of the City of Harrisburg, persons, firms, companies and corporations engaging in business within the City of Harrisburg must obtain a Mercantile License and pay the mercantile tax. The successful Bidder on this contract must obtain a Mercantile License for the contract year. For further information contact the Tax & Enforcement Office at (717-255-6513).
- 2.5** Insurance – The successful Bidder, at its expense, shall carry and maintain, in full force at all times during the contract term: (1) General liability coverage insuring personal injury and damage to property with limits of no less than

\$1,000,000 per occurrence, \$2,000,000 aggregate: The successful respondent shall, upon request, produce a certificate of insurance evidencing the above policies, and naming the City of Harrisburg as an additional insured on the policies.

2.6 No contract may be assigned, sublet or transferred without written consent of the City of Harrisburg.

2.7 The proposal must be signed by a partner or in the case of a corporation by the president, vice-president and the secretary or treasurer or any other corporate officer empowered to execute contracts in the event that such officers are unable to do so.

2.8 No proposal will be considered unless bid price is firm and clearly defined. Conditional proposals will not be accepted.

2.9 Reservation of Rights

The City reserves, and may at its sole discretion, exercise the following rights with respect to this RFP and all proposals submitted pursuant to this RFP:

- A.** To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- B.** To reject any proposal if, in the City's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the Bidder does not meet the qualification requirements set forth in Section 5 herein or it is otherwise determined to be in the best interest of the City to reject the proposal.
- C.** Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the City determines, in its sole discretion, it is in the City's best interest to do so.
- D.** To reject the proposal of any Bidder that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise deemed to not be a responsible Bidder.
- E.** To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal.
- F.** To require that Bidders appear for interviews and/or presentations of their proposals at City offices.

- G. To require references from Bidders' previous clients on projects similar in type and scope to the work sought in this RFP.
- H. To conduct such investigations as the City considers appropriate with respect to the qualifications of any Bidder and with respect to the information contained in any proposal.

Section 3 – Award of Contract

- 3.1 The City shall award a contract to the lowest responsible Bidder. This contract shall be run through October 31, 2014.

Section 4 – Contract Content

- 4.1 The contract(s) resulting from the award of this RFP will consist of this RFP, the Bidder's proposal, and any additional information deemed necessary as a result of the negotiations held with the successful Bidder(s).

Section 5 - Proposal Format and Content

5.0 Submission of Proposal

Proposals shall be submitted in one (1) original and one copy on 8 ½" x 11" paper to: City of Harrisburg. The original proposal shall be marked "original" and each copy of the proposal must be a complete copy of the original including all attachments and appendixes.

Each proposal section enumerated in paragraph 5.2 - 5.5 must be clearly identified and tabbed in the submitted proposal.

5.1 Proposal Format

The City discourages overly lengthy and costly proposals; however, proposers should follow the format set out herein and provide all of the information requested. For a proposal to be considered, proposers must follow the instructions outlined in this RFP.

5.2 Transmittal Letter

Proposals shall include a brief letter which provides the company's name; address of the main office and any branch offices; telephone and fax number for each office; name, title, telephone number, fax number and email address of the company's contact person for this project; a statement that the proposal is in response to this solicitation; and the signature, typed name and title of an individual who has actual authority to commit the proposer to the proposal. The transmittal letter shall also include an acknowledgement of each RFP Addendum received (if applicable), and a statement that the cost proposal is valid for a minimum of ninety

(90) days from the proposal opening date.

Proposals by individuals must be signed personally, with name typed below signature, and witnessed. A complete address and trade name must be provided. Proposals by partnerships must include the typed names and business address of all partners and the trade name of the company. The proposal must be signed by at least one general partner, whose signature must be witnessed. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the Principal Officer of the corporation. The proposal must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached), and attested by the Secretary, Assistant Secretary, or Treasurer of the corporation.

5.3 Understanding of the Project

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project, and which illustrates how their methodology will serve to accomplish the work and meet the project schedule.

5.4 Qualification Statement

Each proposal shall include, at minimum, the following information about the company:

- a. The number of years the company has been in business providing these services.
- c. Work History
- d. Three References with contact information
- e. Copy of City Mercantile License.

5.5 Conflict of Interest

Each proposal shall include a conflict of interest statement indicating whether or not any principals in the company, their spouse, or their child is employed by the City, and whether or not the company or any individuals working on the contract has a possible conflict of interest, and, if so, the nature of that conflict.

To preserve the integrity of City employees and elected officials and to maintain public confidence in the RFP process, the City prohibits the solicitation or acceptance of anything of value by a City employee or elected official from any person seeking to initiate or maintain a business relationship with City departments, boards, commissions, and agencies.

Section 6 – Content of Proposals and Required Submissions

- 6.1** All proposals must be typed or neatly completed in pen. Any erasures or other changes in the bid unit prices or total price must be explained or noted over the signature of the bidder and failure to do so may result in the rejection of your bid.
- 6.2** All proposals shall contain sections which organize the information that bidders are required to submit, as provided below. Each section shall be clearly delineated with quick reference dividers.
- 6.3** The first section of the proposal shall contain information on the services to be provided by the bidder relative to the services to be provided under this RFP. The successful bidder shall demonstrate that it has the capacity to provide the services required herein for the duration of the term of the contract.
- 6.4** The second section of the bid proposal shall contain a completed copy of each of following: 1) the cost certification sheet with signature, 2) the non-collusion affidavit, 3) Conflict of Interest Disclosure, 4) Drug Free Workplace Certification and 5) a statement which clearly identifies any and all deviations or exceptions that the bidder may be taking to the RFP.
- 6.5** The next section of the bid proposal shall contain information relative to the availability of the insurances.
- 6.6** The final section of the bid proposal shall contain any additional information that the bidder believes is relevant and should be considered by the City. This may include, but is not limited to, a qualification statement demonstrating Bidder's experience in similar jobs.

Section 7 - Evaluation Criteria and Process

- 7.1 Financial stability of the Bidder.
- 7.2 Compliance with the essential minimum experience and qualifications of the Bidder.
- 7.3 Work history.
- 7.4 Evidence of sufficient levels of insurance coverage.

Section 8 - Scope of Work

Addresses and a corresponding map number identify each property. The lawn contract has been divided into six sections. Please review the lots in each section and place your bid for that section on the Cost Certification sheet. All of the Cost Certification sheet must be completed. Please be sure to price each section separately. Due to the volume of property owned by the City, several contractors may be selected.

8.1 Lot Maintenance:

Contractor(s) shall provide all labor, tools and equipment to cut weeds, grass and small trees (5 inches in diameter or smaller, in most cases) and remove debris from various lots as assigned by the City of Harrisburg, Department of Building and Housing Development, hereinafter referred to as "DBHD". All grass, weeds, underbrush and small trees shall be cut flush to the ground. If a fence exists, all grass must be cut inside and outside of fence (weed-whack around fence posts). If a sidewalk exists, the grass on both sides must be cut. All cut trees; excessive vegetation, litter, trash and debris shall be removed from and around the property site and must be properly disposed. The surface of the lot shall be left free and clear of all debris.

Should a lot contain debris other than those mentioned above immediate notification of DBHD will be required. **Large or excessive debris shall be removed with the price of removal negotiated with DBHD before work commences.** Construction materials, appliances, tires, etc., are not accepted by the City Waste Recovery Facility. Therefore, these items should be disposed of at an approved local landfill location. Contractors will be required to submit dumping receipts from disposal sites with their invoices. Should any contractor dispose of trash and debris at an illegal site, it is grounds for immediate contract termination.

8.2 Work Assignments, Inspection and Completion Time:

Every contractor is expected to maintain his or her list of properties as specified in schedule, unless otherwise directed by a representative of DBHD. All work shall be completed in a time specified by the Contract. Extensions of this provision in

cases of adverse weather conditions or other unforeseen delays shall only be granted by DBHD in writing. Upon award, contractors will be **required to submit a schedule** of lots and the order that they will be maintained. Failure to comply with this guideline is grounds for contract termination.

Lot maintenance must be completed by Friday and invoices turned in to DBHD by Wednesday. DBHD staff must inspect and approve all work done prior to payment being initiated. DBHD may add or delete property by requesting and negotiating change orders.

8.3 Contract Billing:

Contractor shall bill for the price quoted regardless of the condition of the property at the time of performance. The contractor is responsible for verifying site conditions before submitting a bid. Payments will be made after DBHD inspects the work performed. Any discrepancies between actual work done and the amount shown on the bills are grounds for contract termination. Billing shall not include any downtime due to equipment failure or other adverse conditions. The City will not be responsible for any damage or repairs to equipment caused in the performance of the contract.

DBHD reserves the right to add or delete properties from the maintenance list throughout the contract period. The price change for any changes to the property list shall be based on the average cost per square foot for that section of the contract.

8.4 Contract Selection:

The City will award to the lowest bidder for each section from among responsive and responsible bidders. Factors to be considered include, but are not limited to, quality of work and compliance to previous contracts and the capacity of the contractor to fulfill contract requirements. The City reserves the right to select several contractors, thus dividing the property list, and also reserves the right to reject any/or all bids.

8.5 Cancellation Clause:

Should the contractor fail to perform the work as stated in this specification, DBHD reserves the right to immediately cancel the contract and assign work to another contractor at the same rate of pay.

8.6 No Subcontractor:

The contractor assigned must perform all work under this contract. It is not permissible to subcontract any of this work. DBHD contracts are non-transferable.

8.7 Accidents and Safety:

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:

1. All employees on the work site and all other persons who may be affected thereby.
2. All the work, materials and equipment to be incorporated therein, whether in storage on or off the sites under the care, custody or control of the Contractor.
3. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, fencing, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

The Contractor shall comply with Federal and State safety regulations and at the site of the work, shall maintain such equipment and medical facilities as necessary to supply first-aid service to anyone who may be injured. The Contractor must promptly report in writing to DBHD, all accidents whatsoever arising out of or in connection with the performance of the work, whether on or adjacent to the site and which caused death, personal injury or property damages, giving full details and statement of witnesses. If any claim is made by anyone against the Contractor because of any accident, the Contractor shall promptly report the facts in writing to DBHD.

General Conditions

1. Definitions and Headings

- a. The Request for Proposal, the proposal, the notification of award and the purchase order (if any) or contract constitutes the complete agreement between the parties (hereinafter the "Agreement"). References to the Agreement include these General Conditions. "City" or "City of Harrisburg" and "Consultant" are the parties identified as such in this Agreement. "Services" means the services identified in this Agreement as being the services to be performed by Consultant under this Agreement. The "Goods" means the equipment or items to be supplied by Consultant under this Agreement.
- b. All headings of the Articles of these General Conditions are inserted for convenience only and shall not affect any construction or interpretation of this Agreement.

2. **Precedence:** Where conflict exists between the Request for Proposal, the Consultant's Proposal and any other signed document, the terms of this Request for Proposal shall prevail unless specifically stated to the contrary in a subsequently signed contractual document.

3. **Availability of appropriated funds:** The parties agree that any and all payments due from the City as required under the terms of the Agreement are contingent upon the availability of appropriated funds.

4. **Taxes:** The City is exempt from all Federal excise and transportation taxes and Pennsylvania sales and use tax. The City's IRS Employer Identification Number is 23-6002010. No exemption certificates are required and none will be issued. Nothing in this paragraph is meant to exempt a Consultant from the payment of sales tax or use tax required to be paid with respect to its purchase or use of tangible personal property used in connection with the performance of this contract.

5. **Warranty:** Consultant warrants to the City that work performed under this Agreement shall be done in a skilled manner and shall comply with industry standards. Consultant shall promptly re-perform Services after receiving notice from the City of defects or nonconformance with such standards.

6. **Indemnity:** Consultant agrees to indemnify and hold harmless the City, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens and judgments (including reasonable attorney's fees) of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts of Consultant, its subcontractors or its respective agents, servants, or employees or

such parties' failure to perform in accordance with the provisions of this Agreement.

7. **Force Majeure:** Neither party shall be liable for any failure or delay in its performance resulting from any cause beyond its reasonable control including, but not limited to, acts of God; acts or omissions of civil or military authority; fires; floods; unusually severe weather; strikes or other labor disputes; embargos; wars; political strife; riots; delays in transportation; sabotage; or fuel, power, material or labor shortages, provided that the affected party notifies the other party, in writing, within forty-eight (48) hours subsequent to the commencement of an occurrence of Force Majeure.
8. **Termination for convenience:** The City reserves the right, at any time and for its convenience, to terminate this Agreement in whole or in any separable part by written notice to Consultant. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Consultant shall be compensated for Goods accepted or for Services performed in accordance with the provisions of this Agreement up to the effective date of the termination, less any payments previously made by the City for such Goods or Services, but in no event shall Consultant be entitled to recover loss of profits.
9. **Termination for Cause:** In the event that either the Consultant or the City defaults in the performance of any obligation specified herein, the non-defaulting party shall notify the other party in writing and may suspend the Agreement, in whole or in part, pending the remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice, or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the Agreement immediately by providing written notice of termination to the other party.

If during the term of this Agreement, Consultant shall be adjudged bankrupt, make a general assignment for the benefit of its creditors, or become insolvent, Consultant shall give the City written notice of such occurrence as soon as is legally permissible. If such occurrence or proposed occurrence is unacceptable to the City, the City may terminate this Agreement immediately upon written notice thereof to Consultant.
10. **Notices:** All notices required under the Agreement resulting from the award of this RFP shall be in writing. Written notices shall be effective if delivered by hand, or if sent by registered or certified mail, by verified facsimile, or by confirmed courier to the address specified for each party in the Agreement.
11. **Time is of the essence:** Time is of the essence in the performance of this Agreement. In the event delivery of Goods or completion of Services is delayed, the City reserves the right, without liability, and in addition to its other rights and

remedies, to terminate this Agreement by notice, and to purchase substitute Goods or Services elsewhere and charge Consultant with any loss of additional cost incurred.

12. **Ownership of Work Product:** The City, its departments, employees, agents or assigns shall have the unrestricted right and authority to reproduce, distribute and use in whole or in part any submitted report or written materials generated by the Consultant in the performance of this Agreement.
13. **Records, Audit and Inspection:** Consultant shall maintain such records as may be necessary to adequately reflect the accuracy of Consultant's charges and invoices for reimbursement under this Agreement and such other additional records as the City may reasonably require in connection with this Agreement. Consultant shall preserve such records in accordance with statutory requirements, but in no case for less than three (3) years after the date of final payment, without additional reimbursement or compensation therefore. The City and its duly authorized representatives shall have the right, from time to time, and upon reasonable notice, to audit, inspect and verify the records kept by Consultant in connection with this Agreement. The City and its duly authorized representatives shall have the right to visit, observe, audit, and inspect, during the Consultant's normal business hours, Consultant's production and related facilities utilized to perform its obligations under this Agreement.
14. **Assignment:** Consultant shall not assign this Agreement in whole or in part nor delegate any duties, without the prior written consent of the City. Such consent shall not be unreasonably withheld. Any assignment consented to by the City shall be evidenced by a written assignment agreement executed by the Consultant and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the original Agreement and to assume the duties, obligations, and responsibilities being assigned.
15. **Publicity:** Neither Consultant nor any subcontractor shall use the name of the City of Harrisburg, or quote the opinion of any City employee in any advertising, publicity, endorsement or testimonial, without the prior written approval of the City.
16. **Compliance with laws:** In the performance of this Agreement, Consultant shall comply with all applicable laws, ordinances, rules and regulations of governmental authorities and shall further specifically comply with those sections related to Equal Employment Opportunity.
17. **Independent Consultant:** The employees, subcontractor, methods, facilities, and equipment used by Consultant shall be at all times under Consultant's direction and control. Consultant's relationship to the City under this Agreement shall be that of an independent Consultant, and nothing in this Agreement shall be construed to constitute Consultant, its subcontractors or any of their employees

as an employee, agent, associate, joint venture, or partner of the City.

18. **Substance Abuse:** Consultant shall advise its employees and the employees of its subcontractors and agents that:

(a) It is the policy of the City of Harrisburg to provide a drug-free work environment. To that end the City prohibits the illegal use, possession, sale, manufacture, dispensing, and distribution of drugs or other controlled substances on the work site, and prohibits in the workplace the presence of an individual with such substances in the body for non-medical reasons.

(b) Any employee of Consultant who is found in violation of the policy may be removed or barred from the work site at the discretion of the City.

19. **Governing Law:** This Agreement shall be interpreted under the substantive law of the Commonwealth of Pennsylvania, without giving effect to any choice of law provision.

20. **Consultant Certification:** Consultant certifies that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania or federal government, and if the Consultant cannot so certify, then it agrees to submit along with the bid a written explanation of why such certification cannot be made.

If the Consultant enters into subcontracts or employs under this Agreement any subcontractors or individual who is currently suspended or debarred by the Commonwealth of Pennsylvania or federal government during the term of this Agreement or any extensions or renewals thereof, the City shall have the right to require the Consultant to terminate such subcontracts or employment, at no cost to the City. The Consultant agrees to reimburse the City for costs and expenses incurred due to the Consultant's noncompliance with the terms of this certification requirement.

21. **Severability:** The provisions of this Agreement shall be deemed to be severable. Consequently, in the event that any provision of this Agreement is found to be void or unenforceable, such findings shall not be construed to render any other provision of this Agreement either void or unenforceable, and all other provisions shall remain in full force and effect unless the provisions which are void or unenforceable shall substantially affect the rights or obligations granted to or undertaken by either party.

22. **Reservation of Rights:** Either party's waiver of any of its remedies afforded hereunder or by law is without prejudice and shall not operate to waive any other remedies which such party shall have available to it, nor shall such waiver operate to waive such party's rights to any remedies for future breach, whether of a like or different character. Furthermore, any termination of this Agreement pursuant to the Articles herein entitled TERMINATION FOR CONVENIENCE and TERMINATION FOR CAUSE, shall not relieve or release either party hereto from

any rights, liabilities, or obligations which it has accrued under law or under the terms of this Agreement prior to the date of such termination.

23. **Entire Agreement:** This Agreement contains the complete and entire Agreement between the parties and may not be altered or amended except in a writing executed by a duly authorized official of the City and by a duly authorized individual of the Consultant.

---- END OF GENERAL CONDITIONS ----



Eric Papenfuse, Mayor

City of Harrisburg

NON-COLLUSION AFFIDAVIT



Department of Building
and Housing
Development
Bureau of Housing
Phone: 255-6419

Project/Contract # _____

State of _____

County of _____

I _____ state that I am _____ of
(Title) (Company Name)

, And that I am authorized to make this Affidavit on behalf of my firm, its owners, directors and officers. I am the responsible person in this firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and the amount of this bid have /have been calculated independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) or the amount of this bid, or the approximate price(s) price(s) or approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before a bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and

(Company Name)

employees are not currently under investigation by any governmental agency and have not in the past four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows.

I state that _____ understands and acknowledges that.
(Company name)

The above representations are material and important, and will be used by the City of Harrisburg in awarding the contract(s) for which this bid is submitted. I understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Harrisburg of the true facts relating to the submission of bids for this contract.

(Print name and title)

(Signature as above)

ACKNOWLEDGMENT

COMMONWEALTH OF PENNSYLVANIA :
: SS:
: COUNTY OF DAUPHIN :

On this, _____ day of _____, 2014, before me, a Notary Public, the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that she executed the same for the purposed therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(Notary Public)

My Commission Expires:

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this Bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. § § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.



Eric Papenfuse, Mayor

City of Harrisburg

WORK HISTORY



Department of Building
and Housing
Development
Bureau of Housing
Phone: 255-6419

The following information is to be supplied by all bidders for lawn maintenance of vacant lots and structures owned or leased by the City of Harrisburg. Failure to furnish the requested information will result in the rejection of this bid.

1. Name and Address of Firm/Business: _____

2. Telephone: _____.
3. Principal Contact Person: _____
4. Mercantile License Number: _____
5. Summarize work completed in 2012 – 2013.

Type of Service:

Whom did you work for? (Contact person & phone number)

1. _____
2. _____
3. _____
4. _____

If additional room is needed, please use back.

(Date)

(Signature/Title)



Eric Papenfuse, Mayor

City of Harrisburg



Department of Building
and Housing
Development
Bureau of Housing
Phone: 255-6419

Contractors and Vendors All Programs

Conflict of Interest Disclosure

All contractors and vendors for the City of Harrisburg's Building and Housing Development contracts are required to comply with Federal Regulations prohibiting conflicts of interest. The regulation concerns the following groups of people:

- a) Employees, program participants, consultants, officers, elected or appointed officials of the City of Harrisburg, or;
- b) Employees, consultants or officers of any firm or agency receiving funds for, or participating in City activities.

Please answer the following questions so that it may be determined if a conflict of interest exists:

1. Are you now, or have you been in the preceding year, in either category (a or b) described above?
Yes_____ No_____
2. Is any member of your household or family now, or have you been in the preceding year, in either category (a or b) described above?
Yes_____ No_____
3. Is any person with whom you have a business relationship, or have had in the preceding year, in either category (a or b) described above?
(A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors, persons in joint ventures, landlords, lenders, sellers of real estate, consultants, clients, co-workers, major equipment lessors or suppliers.)
Yes_____ No_____

Please disclose any person(s) names with whom you may have determined that a potential conflict exists.

I hereby certify, under penalty of law, that all information provided is complete and true to the best of my ability, and further understand that the City of Harrisburg shall use this information, in confidence, to make its determination of my eligibility for federally-assisted contracts.

Contractor/Vendor_____ Date_____

List below all persons who you feel may be relevant to the preceding statements:

| Name: | Address: | Relationship: | City Department: |
|-------|----------|---------------|------------------|
|-------|----------|---------------|------------------|

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____





Eric Papenfuse Mayor

City of Harrisburg

CERTIFICATION



Department of Building
and Housing
Development
Bureau of Housing
Phone: 255-6419

Drug-free Work Place Act of 1988 41 U.S.C. 701, et seq. 54 Fed. Reg. 4946, et seq.

(Contractor name): _____ (hereinafter "Contractor") certifies
that they will provide a drug-free work place by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractors work place and specifying the actions that will be taken against the employee(s) for violation of prohibited action.
- (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug use in the work place.
 - (2) The Contractors policy of maintaining a drug-free work place.
 - (3) Any available drug counseling, rehabilitation and employee assistance.
 - (4) The penalties that may be imposed upon employees for violations that occur in the work place.
- (c) Making it a requirement that each employee be engaged in the performance of the project contract, and be given a copy of the statement noted in paragraph (a).
- (d) Notifying the employee in the statement, required by paragraph (a) that, as a condition of employment in the project contract, the employee will:
 - (1) Abide by the terms of the statement and,
 - (2) Notify the Contractor of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (e) Notify the City of Harrisburg, Department of Building and Housing Development (DBHD) within ten (10) days after receiving notice under

- (f) subparagraph (d) (2) from an employee, or otherwise receiving actual notice of such conviction.
- (g) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
 - (1) Taking appropriate personnel action against such employee, up to and including termination, or,
 - (2) Requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
- (h) Making a good faith effort to continue to maintain a drug-free work place through the implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Signature of Contractor

Date



Eric Papenfuse, Mayor

City of Harrisburg

Cost Certification Sheet Lawn Maintenance



Department of Building
and Housing
Development
Bureau of Housing
Phone: 255-6419

Description

Cost

LAWN MAINTENANCE OF THE FOLLOWING
SECTIONS OF THE CITY:

1. INITIAL LOT/STRUCTURE CLEANUP _____
I.E. INITIAL CUT AND REMOVAL OF TRASH AND DEBRIS

THE FOLLOWING SECTION PRICING WILL BE FOR EACH CUT AFTER THE INITIAL CLEANUP IS COMPLETED:

1. SECTION 1: _____
2. SECTION 2: _____
3. SECTION 3: _____
4. SECTION 4: _____
5. SECTION 5: _____
6. SECTION 6: _____

Grand Total Cost: \$ _____

COMPANY NAME: _____

BY: _____
(SIGNATURE OF AN AUTHORIZED REPRESENTATIVE)

ATTEST/WITNESS:

BY: _____
(SIGNATURE OF WITNESS)

BUSINESS ADDRESS: _____

TELEPHONE: _____

DATE: _____

*MERCHANTILE LICENSE NUMBER: _____

***ANY VENDOR DOING BUSINESS WITH OR WITHIN THE CITY OF HARRISBURG MUST OBTAIN A LICENSE. IF YOU ARE
AWARDED THE BID, CONTACT THE TAX AND ENFORCEMENT OFFICE AT 255-6513 FOR FURTHER INFORMATION.**

SECTION 1: Uptown North of Maclay

| | PID | | |
|----|----------|---------|-----------|
| 1 | 10015072 | 2502 | Agate |
| 2 | 10015071 | 2504 | Agate |
| 3 | 10015046 | 2509 | Agate |
| 4 | 10015050 | 2552 | Agate |
| 5 | 10015045 | 2511 | Agate |
| 6 | 10039079 | 2210 | Atlas |
| 7 | 10039078 | 2212 | Atlas |
| 8 | 10039061 | 2246 | Atlas |
| 9 | 10039060 | 2248 | Atlas |
| 10 | 10025054 | 559 | Camp |
| 11 | 10031044 | 510 | Emerald |
| 12 | 10031043 | 512 | Emerald |
| 13 | 10017060 | 610 | Emerald |
| 14 | 10033014 | 536 | Forrest |
| 15 | 10026050 | 542 | Forrest |
| 16 | 10026049 | 544 | Forrest |
| 17 | 10026014 | 571 | Forrest |
| 18 | 10012047 | 2139 | Jefferson |
| 19 | 10012043 | 2147 | Jefferson |
| 20 | 10017029 | 2324 | Jefferson |
| 21 | 10017028 | 2326 | Jefferson |
| 22 | 10017027 | 2328 | Jefferson |
| 23 | 10013004 | 2728 | Jefferson |
| 24 | 10013003 | 2730 | Jefferson |
| 25 | 10013002 | 2732 | Jefferson |
| 26 | 10013001 | 2734 | Jefferson |
| 27 | 10033043 | 2120 | Moore |
| 28 | 10040075 | 2151-53 | N. 4th |
| 29 | 10040074 | 2155 | N. 4th |
| 30 | 10040073 | 2157 | N. 4th |
| 31 | 10040072 | 2159 | N. 4th |
| 32 | 10040071 | 2161 | N. 4th |
| 33 | 10030067 | 2401 | N. 5th |
| 34 | 10026019 | 2124 | N. 6th |
| 35 | 10026003 | 2150 | N. 6th |
| 36 | 10025020 | 2216 | N. 6th |
| 37 | 10025013 | 2230 | N. 6th |
| 38 | 10025012 | 2232 | N. 6th |
| 39 | 10025005 | 2290 | N. 6th |
| 40 | 10025004 | 2292 | N. 6th |
| 41 | 10017080 | 2301 | N. 6th |
| 42 | 10017079 | 2303 | N. 6th |
| 43 | 10017078 | 2305 | N. 6th |
| 44 | 10017077 | 2307 | N. 6th |
| 45 | 10017076 | 2309 | N. 6th |
| 46 | 10017075 | 2311 | N. 6th |
| 47 | 10017074 | 2313 | N. 6th |
| 48 | 10017073 | 2315 | N. 6th |

| | | | |
|-----|----------|------|------------|
| 49 | 10017072 | 2317 | N. 6th |
| 50 | 10017071 | 2319 | N. 6th |
| 51 | 10017070 | 2321 | N. 6th |
| 52 | 10017069 | 2323 | N. 6th |
| 53 | 10017068 | 2325 | N. 6th |
| 54 | 10017067 | 2327 | N. 6th |
| 55 | 10017066 | 2329 | N. 6th |
| 56 | 10016078 | 2421 | N. 6th |
| 57 | 10016077 | 2423 | N. 6th |
| 58 | 10016074 | 2429 | N. 6th |
| 59 | 10016073 | 2431 | N. 6th |
| 60 | 10023009 | 2456 | N. 6th |
| 61 | 10023008 | 2458 | N. 6th |
| 62 | 07003005 | 2011 | N. 7th |
| 63 | 10014097 | 622 | Radnor |
| 64 | 10030012 | 2448 | Reel |
| 65 | 10030011 | 2450 | Reel |
| 66 | 10015090 | 608 | Schuylkill |
| 67 | 10016019 | 609 | Schuylkill |
| 68 | 10015089 | 610 | Schuylkill |
| 69 | 10016018 | 611 | Schuylkill |
| 70 | 10015088 | 612 | Schuylkill |
| 71 | 10016017 | 613 | Schuylkill |
| 72 | 10015087 | 614 | Schuylkill |
| 73 | 10016016 | 615 | Schuylkill |
| 74 | 10015086 | 616 | Schuylkill |
| 75 | 10016015 | 617 | Schuylkill |
| 76 | 10016014 | 619 | Schuylkill |
| 77 | 10016013 | 621 | Schuylkill |
| 78 | 10016012 | 623 | Schuylkill |
| 79 | 10016011 | 625 | Schuylkill |
| 80 | 10015081 | 626 | Schuylkill |
| 81 | 10016010 | 627 | Schuylkill |
| 82 | 10015080 | 628 | Schuylkill |
| 83 | 10016009 | 629 | Schuylkill |
| 84 | 10015079 | 630 | Schuylkill |
| 85 | 10016008 | 631 | Schuylkill |
| 86 | 10015078 | 632 | Schuylkill |
| 87 | 10016007 | 633 | Schuylkill |
| 88 | 10015077 | 634 | Schuylkill |
| 89 | 10016006 | 635 | Schuylkill |
| 90 | 10015076 | 636 | Schuylkill |
| 91 | 10016005 | 637 | Schuylkill |
| 92 | 10016004 | 639 | Schuylkill |
| 93 | 10015074 | 640 | Schuylkill |
| 94 | 10016003 | 641 | Schuylkill |
| 95 | 10015073 | 642 | Schuylkill |
| 96 | 10016002 | 643 | Schuylkill |
| 97 | 10016001 | 645 | Schuylkill |
| 98 | 10016109 | 600 | Seneca |
| 99 | 10016108 | 602 | Seneca |
| 100 | 10016107 | 604 | Seneca |

| | | | |
|-----|----------|------|----------|
| 101 | 10016106 | 606 | Seneca |
| 102 | 10026006 | 2145 | Turner |
| 103 | 10039082 | 408 | Woodbine |
| 104 | 10026002 | 561 | Woodbine |
| 105 | 10018084 | 600 | Woodbine |
| 106 | 10018083 | 602 | Woodbine |
| 107 | 10018082 | 604 | Woodbine |
| 108 | 10018081 | 606 | Woodbine |
| 109 | 10018076 | 616 | Woodbine |
| 110 | 10018075 | 618 | Woodbine |
| 111 | 10018070 | 628 | Woodbine |
| 112 | 10011063 | 632 | Woodbine |
| 113 | 10011062 | 634 | Woodbine |
| 114 | 10011060 | 638 | Woodbine |
| 115 | 10011059 | 640 | Woodbine |

SECTION 2: Forster to Maclay

| | PID | | |
|----|----------|----------|----------|
| 1 | 12010069 | 314 | Clinton |
| 2 | 12010068 | 316 | Clinton |
| 3 | 12010067 | 318 | Clinton |
| 4 | 12010066 | 320 | Clinton |
| 5 | 12010065 | 322 | Clinton |
| 6 | 12010045 | 324 | Clinton |
| 7 | 12010043 | 328 | Clinton |
| 8 | 12010050 | 329 | Clinton |
| 9 | 12010049 | 331 | Clinton |
| 10 | 12010048 | 333 | Clinton |
| 11 | 12010047 | 335 | Clinton |
| 12 | 12010046 | 337 | Clinton |
| 13 | 12010038 | 309 | Hamilton |
| 14 | 12010037 | 311 | Hamilton |
| 15 | 12010036 | 313 | Hamilton |
| 16 | 12010035 | 315 | Hamilton |
| 17 | 12010034 | 317 | Hamilton |
| 18 | 12010033 | 319 | Hamilton |
| 19 | 12011032 | 421 | Hamilton |
| 20 | 12006040 | 512 | Hamilton |
| 21 | 12012021 | 513 | Hamilton |
| 22 | 12006039 | 514 | Hamilton |
| 23 | 12012020 | 515 | Hamilton |
| 24 | 12010099 | 332 | Harris |
| 25 | 12010098 | 334 | Harris |
| 26 | 12010096 | 338 | Harris |
| 27 | 12011089 | 422 | Harris |
| 28 | 12011087 | 426 | Harris |
| | 12004018 | 309 | Kelker |
| 29 | 11016041 | 430 | Kelker |
| 30 | 12010057 | 1609 | Logan |
| 31 | 12010056 | 1611 | Logan |
| 32 | 12010055 | 1613 | Logan |
| 33 | 12010054 | 1615 | Logan |
| 34 | 12010053 | 1617 | Logan |
| 35 | 12010064 | 1624 | Logan |
| 36 | 12010063 | 1626 | Logan |
| 37 | 12010062 | 1628 | Logan |
| 38 | 12010040 | 1629 | Logan |
| 39 | 12010061 | 1630 | Logan |
| 40 | 12010039 | 1631 | Logan |
| 41 | 11009054 | 1928 | Logan |
| 42 | 11009053 | 1930 | Logan |
| 44 | 06032041 | 1329 | Marion |
| 45 | 06032040 | 1331 | Marion |
| 46 | 06032012 | 1333 | Marion |
| 47 | 11009034 | 344 | Muench |
| 50 | 12010119 | 1627 | N. 3rd |
| 51 | 12010118 | 1629 | N. 3rd |
| 52 | 12010117 | 1631 | N. 3rd |
| 53 | 11009073 | 1901 1/2 | N. 3rd |

| | | | |
|----|-----------------------|----------|---------|
| 54 | 11009072 | 1903 | N. 3rd |
| 55 | 11009071 | 1903 1/2 | N. 3rd |
| 56 | 06032036 | 1327 | N. 4th |
| 57 | 12010022 | 1608 | N. 4th |
| 58 | 12010021 | 1610 | N. 4th |
| 59 | 12010020 | 1612 | N. 4th |
| 60 | 12010019 | 1614 | N. 4th |
| 61 | 12010018 | 1616 | N. 4th |
| 62 | 12010017 | 1618 | N. 4th |
| 63 | 12010014 | 1624 | N. 4th |
| 64 | 12010013 | 1626 | N. 4th |
| 65 | 12010012 | 1628 | N. 4th |
| 67 | 12010003 | 1648 | N. 4th |
| 68 | 11009015 | 1930 | N. 4th |
| 69 | 11009014 | 1932 | N. 4th |
| 70 | 11009013 | 1934 | N. 4th |
| 77 | 11003028 | 2002 | N. 4th |
| 79 | 12012041 | 1615 | N. 5th |
| 80 | 12012040 | 1617 | N. 5th |
| 81 | 12006055 | 1707 | N. 5th |
| 82 | 12006054 | 1709 | N. 5th |
| 83 | 11010009 | 1932 | N. 5th |
| 84 | 12006018 | 1702 | N. 6th |
| 87 | 12006004 | 1736 | N. 6th |
| 88 | 11003049 | 326 | Peffer |
| 89 | 11003048 | 328 | Peffer |
| 90 | 11003047 | 330 | Peffer |
| 91 | 11003031 | 332 | Peffer |
| 92 | 11003030 | 334 | Peffer |
| 93 | 11009003 | 339 | Peffer |
| 94 | 11004047 | 436 | Peffer |
| 95 | 11004046(D) Lot 25 | 438 | Peffer |
| 96 | 06016031 | 1425 1/2 | William |

SECTION 3: Allison Hill South

| | PID | | |
|----|----------|------|-------------|
| 1 | 09043021 | 1194 | Christian |
| 2 | 09043020 | 1196 | Christian |
| 3 | 02031035 | 1507 | Compass Aly |
| 4 | 02011058 | 209 | Crescent |
| 5 | 02011059 | 211 | Crescent |
| 6 | 09068088 | 1424 | Derry |
| 7 | 09068089 | 1426 | Derry |
| 8 | 09007049 | 1148 | Market |
| 9 | 09007050 | 1150 | Market |
| 10 | 09039015 | 1161 | Market |
| 11 | 09039016 | 1163 | Market |
| 12 | 09039020 | 1171 | Market |
| 13 | 09039021 | 1173 | Market |
| 14 | 09012054 | 1212 | Market |
| 15 | 09045006 | 1243 | Market |
| 16 | 09045005 | 1245 | Market |
| 17 | 09045004 | 1247 | Market |
| 18 | 09013053 | 1260 | Market |
| 19 | 09013054 | 1262 | Market |
| 20 | 09013055 | 1264 | Market |
| 21 | 09013056 | 1266 | Market |
| 22 | 09013057 | 1270 | Market |
| | 09052022 | 1605 | Market |
| i | 09052021 | 1607 | Market |
| | 09052020 | 1609 | Market |
| | 09052019 | 1611 | Market |
| | 09052018 | 1613 | Market |
| 28 | 09052015 | 1619 | Market |
| 29 | 09052001 | 1647 | Market |
| 30 | 02023019 | 325 | S 16th |
| 31 | 02023020 | 327 | S 16th |
| 32 | 02023025 | 337 | S 16th |
| 33 | 02023026 | 339 | S 16th |
| 34 | 02023027 | 341 | S 16th |
| 35 | 02023028 | 343 | S 16th |
| 36 | 09045016 | 26 | S. 13th |
| | 0201025 | 232 | S. 13th |
| | 02012027 | 236 | S. 13th |
| 40 | 02030025 | 1409 | Swatara |
| 41 | 02030026 | 1411 | Swatara |
| 42 | 02030027 | 1413 | Swatara |
| 43 | 02030030 | 1419 | Swatara |
| 44 | 02030031 | 1421 | Swatara |
| 45 | 02030032 | 1423 | Swatara |
| 46 | 02030033 | 1425 | Swatara |
| 47 | 02030034 | 1427 | Swatara |
| 48 | 02030035 | 1429 | Swatara |
| 49 | 09069034 | 1516 | Thompson |
| 50 | 09067008 | 1341 | Vernon |

SECTION 4: Allison Hill North

| | PID | | |
|----|----------|--------|-----------|
| 1 | 09007019 | 1175 | Bailey |
| 2 | 09012010 | 1210 | Bailey |
| 3 | 09012029 | 1215 | Bailey |
| 4 | 09013019 | 1233 | Bailey |
| 5 | 09013036 | 1263 | Bailey |
| 6 | 09013037 | 1265 | Bailey |
| 7 | 09011002 | 41 | Balm |
| 8 | 09011001 | 41 1/2 | Balm |
| 9 | 09009008 | 47 | Balm |
| 10 | 09009007 | 49 | Balm |
| 11 | 08028010 | 102 | Balm |
| 12 | 08028009 | 104 | Balm |
| 13 | 08025001 | 125 | Balm |
| 14 | 08024013 | 129 | Balm |
| 15 | 08027022 | 136 | Balm |
| 16 | 09021021 | 1420 | Crabapple |
| 17 | 15002013 | 2012 | Forster |
| 18 | 08029005 | 115 | King |
| 19 | 08029004 | 117 | King |
| 20 | 08029003 | 119 | King |
| 21 | 08024046 | 123 | Linden |
| 22 | 08024023 | 140 | Linden |
| 23 | 08024022 | 142 | Linden |
| 24 | 09010012 | 27 | N. 12th |
| 25 | 09013040 | 10 | N. 13th |
| 26 | 09013039 | 12 | N. 13th |
| 27 | 09013038 | 14 | N. 13th |
| 28 | 09011039 | 44 | N. 13th |
| 29 | 09018011 | 43 | N. 14th |
| 30 | 09018010 | 45 | N. 14th |
| 31 | 09023036 | 11 | N. 15th |
| 32 | 09023035 | 13 | N. 15th |
| 33 | 09022007 | 14 | N. 15th |
| 34 | 09023034 | 15 | N. 15th |
| 35 | 09022006 | 16 | N. 15th |
| 36 | 09023032 | 19 | N. 15th |
| 37 | 09023030 | 23 | N. 15th |
| 38 | 09023029 | 25 | N. 15th |
| 39 | 09023028 | 27 | N. 15th |
| 40 | 09023026 | 31 | N. 15th |
| 41 | 09019022 | 34 | N. 15th |
| 42 | 09019010 | 152 | N. 15th |
| 43 | 09019009 | 154 | N. 15th |
| 44 | 09019008 | 156 | N. 15th |
| 45 | 09016018 | 157 | N. 15th |
| 46 | 09019007 | 158 | N. 15th |
| 47 | 09016017 | 159 | N. 15th |
| 48 | 09016012 | 169 | N. 15th |

| | | | |
|----|----------|---------|-----------|
| 49 | 09016009 | 175 | N. 15th |
| 50 | 09016008 | 177 | N. 15th |
| 51 | 09016007 | 179 | N. 15th |
| 52 | 09016003 | 187 | N. 15th |
| 53 | 09016002 | 189 | N. 15th |
| 54 | 09023025 | 10 | N. 16th |
| 55 | 09023024 | 12 | N. 16th |
| 56 | 09023023 | 14 | N. 16th |
| 57 | 09023022 | 16 | N. 16th |
| 58 | 09024002 | 87 | N. 16th |
| 59 | 09024001 | 89 | N. 16th |
| 60 | 09032016 | 26 | N. 17th |
| 61 | 09025002 | 96 | N. 18th |
| 62 | 08028018 | 109 | N. Summit |
| 63 | 09021012 | 1413 | Regina |
| 64 | 09021014 | 1417 | Regina |
| 65 | 09018016 | 1422 | Regina |
| 66 | 09018015 | 1424 | Regina |
| 67 | 09019033 | 1431 | Regina |
| 68 | 09019032 | 1433 | Regina |
| 69 | 09019031 | 1433½ | Regina |
| 70 | 09019026 | 1441 | Regina |
| 71 | 09019025 | 1443 | Regina |
| 72 | 09019013 | 1444 | Regina |
| 73 | 09019024 | 1445 | Regina |
| 74 | 09019023 | 1447-49 | Regina |
| 75 | 09019021 | 1451 | Regina |
| 76 | 09016050 | 1506 | Regina |
| 77 | 09016051 | 1508 | Regina |
| 78 | 09016053 | 1514 | Regina |
| 79 | 09016054 | 1516 | Regina |
| 80 | 09016056 | 1520 | Regina |
| 81 | 09023005 | 1521 | Regina |
| 82 | 09016057 | 1522 | Regina |
| 83 | 09023003 | 1525 | Regina |
| 84 | 09023002 | 1527 | Regina |
| 85 | 09024056 | 1614 | Regina |
| 86 | 09029017 | 1715 | Regina |
| 87 | 09009011 | 1257 | Walnut |
| 88 | 09016035 | 1559 | Walnut |

SECTION 5: STUDENT HOUSING AREA

| | PID | | |
|----|----------|----------|--------|
| 1 | 06008019 | 439 | Boyd |
| 2 | 06008018 | 441 | Boyd |
| 3 | 06008017 | 443 | Boyd |
| 4 | 12017021 | 444 | Boyd |
| 5 | 12017022 | 446 | Boyd |
| 6 | 06008012 | 1504½ | N. 5th |
| 7 | 06009007 | 1519½ | N. 5th |
| 8 | 12017035 | 1539½ | N. 5th |
| 9 | 12017036 | 1539A | N. 5th |
| 10 | 06008009 | 1508 | N. 5th |
| 11 | 06008007 | 1510 | N. 5th |
| 12 | 06009009 | 1517 | N. 5th |
| 13 | 12017056 | 1520 | N. 6th |
| 14 | 12017052 | 1528 | N. 6th |
| 15 | 12017051 | 1530 | N. 6th |
| 16 | 12017050 | 1532 | N. 6th |
| 17 | 12017049 | 1534 | N. 6th |
| 18 | 12017048 | 1536 | N. 6th |
| 19 | 12017046 | 1540 | N. 6th |
| 20 | 06008016 | 1515 | Walker |
| 21 | 06008033 | 1517 | Fulton |
| 22 | 06008032 | 1519 | Fulton |
| 23 | 06008025 | 1521 | Fulton |
| 24 | 06008024 | 1523 | Fulton |
| 25 | 06008023 | 1525 | Fulton |
| 26 | 06008022 | 1527 | Fulton |
| 27 | 06008021 | 1529 | Fulton |
| 28 | 06008020 | 1531 | Fulton |
| 29 | 12017045 | 507 | Harris |
| 31 | 06008011 | 1506 | N. 5th |
| 32 | 06008010 | 1506 1/2 | N. 5th |
| 34 | 06008008 | 1508 1/2 | N. 5th |
| 36 | 06008006 | 1510 1/2 | N. 5th |
| 38 | 06008005 | 1512 | N. 5th |
| 40 | 06008004 | 1514 | N. 5th |
| 42 | 06008003 | 1516 | N. 5th |
| 43 | 06008002 | 1516 1/2 | N. 5th |
| 44 | 06008001 | 1518 | N. 5th |
| 45 | 12017034 | 1520 | N. 5th |
| 46 | 12017033 | 1522 | N. 5th |
| 47 | 12017032 | 1522 1/2 | N. 5th |
| 48 | 12017031 | 1524 | N. 5th |
| 49 | 12017042 | 1525 | N. 5th |
| 50 | 12017029 | 1528 | N. 5th |
| 51 | 12017040 | 1531 | N. 5th |
| 52 | 12017037 | 1539 | N. 5th |
| 53 | 06008040 | 420 | Reily |
| 54 | 06008037 | 426 | Reily |
| 55 | 06008036 | 428 | Reily |

| SECTION 6: STRUCTURES | | | |
|-----------------------|----------|---------|-----------|
| | PID | | |
| 1 | 10017037 | 2308 | Jefferson |
| 2 | 09032030 | 1622 | Market |
| 3 | 09032031 | 1624 | Market |
| 4 | 02012005 | 1249 | Derry |
| 5 | 02012004 | 1251 | Derry |
| 6 | 02012003 | 1253 | Derry |
| 7 | 02012010 | 1249 | Mulberry |
| 8 | 02012008 | 1253 | Mulberry |
| 9 | 02012007 | 1255 | Mulberry |
| 10 | 02012006 | 1257 | Mulberry |
| 11 | 09043069 | 1150 | Mulberry |
| 12 | 02011016 | 1201 | Mulberry |
| 13 | 02011015 | 1205 | Mulberry |
| 14 | 02011014 | 1207 | Mulberry |
| 15 | 02011013 | 1209 | Mulberry |
| 16 | 09017027 | 37 | N. 13th |
| 17 | 09009019 | 60 | N. 13th |
| 18 | 09024071 | 88 | N. 17th |
| 20 | 05006002 | 1222 | N. 3rd |
| 21 | 12004109 | 1701 | N. 3rd |
| 22 | 12012042 | 1613-A | N. 5th |
| 23 | 10025009 | 2240 | N. 6th |
| 24 | 10025008 | 2284 | N. 6th |
| 25 | 10024012 | 2332 | N. 6th |
| 26 | 10024013 | 2328-30 | N. 6th |
| 27 | 10016072 | 2433 | N. 6th |
| 28 | 10016071 | 2435 | N. 6th |
| 29 | 10015110 | 2519 | N. 6th |
| 30 | 10016035 | 612 | Oxford |
| 31 | 10016057 | 613 | Oxford |
| 32 | 10016034 | 614 | Oxford |
| 33 | 10016033 | 616 | Oxford |
| 34 | 10016055 | 617 | Oxford |
| 35 | 10016054 | 619 | Oxford |
| 36 | 12005028 | 448 | Hamilton |
| 37 | 10015070 | 2506 | Agate |
| 38 | 10015057 | 2538 | Agate |
| 39 | 10015051 | 2550 | Agate |